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SUS

11 June 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

A. GENERAL

Classified Documents Survey

The following installations listed in the memo from Chief, ISS, dated 18 May 1971, report that all rosters of Agency personnel have been destroyed:

NASA, Cape Kennedy, Florida

90th Strategic Missile Wing, Warren AFB, Cheyenne, Wyoming

NASA, Manned Space Craft Center, Houston, Texas

SAC Headquarters, Offutt AFB, Omaha, Nebraska

341st Strategic Missile Wing, Malmstrom AFB, Montana

Except for Headquarters, SAC, which keeps our correspondence (but not the rosters) for six months to a year, all installations destroy our letters immediately after a Midcareer Group visit.

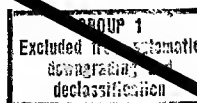
B. ADMINISTRATIVE TRAINING

1. Training Course for Technical Officers (Contract Overrun)

On 5 June, a meeting was held in the office of Mr.  who will serve as the Contracting Officer for any contract resulting from proposals submitted, to review the proceedings of the pre-proposal

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conference and to coordinate on the wording of an amendment to the Request for Proposals already mailed. Contractor representatives at the conference had requested the amendment to confirm both the 30 June submission date and the major considerations to be weighed in evaluating their proposals.

2. Field Finance & Logistics

The last offering of this course for this FY was concluded on 4 June. Eight students attended the final part of the course which covered Personnel, Security, and Travel. A total of 18 students attended one or more parts of the course.

3. Support Services Review: Trends and Highlights

25X1A9a The thirtieth offering of Trends and Highlights began on Monday, 7 June. Messrs. [ ] to administer the course.

4. Clerical Induction

25X1A9a On 8 June, the instructors responsible for conducting classes in filing in Clerical Induction concluded the last of three sessions with Mr. [ ] Records Administration Branch, Support Services Staff, on new filing equipment in use in the Agency and on new developments in records management. Twelve slides showing the various types of filing equipment used were obtained for use in our classes. Mr. [ ] is trying to acquire an Air Force film on the "subject - numeric" system of filing which also could be used.

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5. Clerical Training

Personnel

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a. Miss [ ] a contract employee, reported for duty on 7 June 1971. She will serve as instructor in Clerical Training until 3 September 1971. She will have the responsibility of conducting classes in typewriting, English usage, and filing and office practice. She will be prepared also to administer shorthand and typewriting tests to applicants and on-duty employees, and to administer the Short Employment Test (SET) to applicants.

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b. Miss [ ] a summer employee, reported for duty on 8 June 1971. She will be assigned to the Clerical Induction Training Staff and will assist in the preparation of training reports, the scoring of daily typing and shorthand papers and the preparation of classrooms for conducting training classes.

C. MANAGEMENT TRAINING

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1. Meeting with Dr. [ ]

On 9 June 1971, Mr [ ]

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Of particular interest were Dr. [ ] comments on the following subjects:

a. Behavioral Science: There have been no exciting or new developments in some time. Present efforts seem to be aimed at a re-examination of what has been taught in terms of whether any impact - measureable or not - has been made on students in management training courses.

b. Management by Objectives: This concept has not proved successful in meeting the needs of managers. Perhaps its only value lies in the fact that it is a normal "lead-in" to planning and can cause the manager to ask himself, "Why am I doing this?".

c. Managerial Grid: An exhaustive, all-out effort by Internal Revenue Service to "go-Grid" in its Southwest Region has been a disappointment in that post-Grid findings regarding the usefulness of the method in effecting changes are inconclusive.

## 2. Performance Appraisal Workshop

We have been informally advised by [ ] OL, Training Officer, that [ ], Deputy Director of Logistics, was enthusiastic about OL feedback on the recent (27-29 April 1971) Performance Appraisal Workshop, a joint endeavor by the Office of Logistics and the Office of Training. Mr. [ ] he definitely wants another Workshop in the fall and indicated that consideration should be given to lengthening both of the present three-hour segments to four hours and adding a third segment based on a

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case history. The format, content, etc. of the case history will be discussed during the week of 13 June by OL and SUS officers.

3. MEDC

The opening session of the 29th Midcareer Course was held in the Director's Conference Room on Wednesday, 9 June 1971. The Welcoming Address was given by the Executive Director-Comptroller instead of by General Cushman, who is overseas.

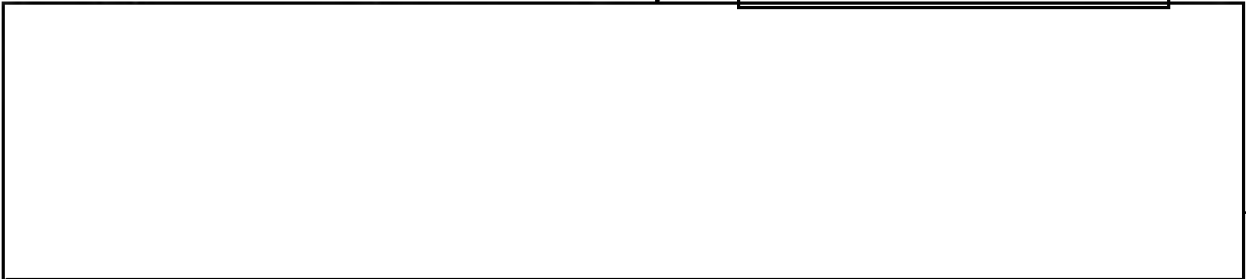
The following changes have been made in the Phase II schedule of the 29th Midcareer Course: The Informal Discussion with [redacted] has been moved from the evening of 23 June to Monday evening, 28 June; [redacted] will speak on Covert Action on 28 June in place of [redacted]

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The Phase III schedule of MEDC No. 29 is almost firm. The following speakers have been lined up: Assistant Secretary of State for East Asian Affairs Marshall Green; Assistant Secretary of State for Inter-American Affairs Charles Meyer; [redacted]

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Just before they appear as speakers in Phase III of the course, [redacted] will have returned from a trip to the Far East, which he hopes - but with low expectation - may include a visit to Mainland China, and [redacted] will have visited Russia and Siberia.

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4. Senior Management Seminar (Planning)

The Deputy Director for Support has signed the memorandum which terminates the SMS(P). In the future, and for as long as the Advanced Management (Planning) Course continues to be in demand, officers in grades GS-15 and above will be welcome to attend the AM(P).

5. Advanced Management (Planning)

The registration for the 20 June 1971 AM(P) now stands at twenty-one. We have decided to run the course for as few as sixteen students, inasmuch as we last ran an AM(P) in February and are not scheduled to run another until October.

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6. [ ]

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Mr. [ ] is on a three day TDY to the West Coast to consult with Mr. [ ] is one of the originators of the [ ] technique.

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[ ]

( Chief, Support School, TR

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Support School Weekly Report

FROM:

Ch/Support School/TR

EXTENSION

NO.

3356

DATE

11 June 1971

TO: (Officer designation, room number, and building)

DATE

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FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EA/TR 25X1A6d

*Late Note: Apparently as a result of DTR's remarks in the DDS Staff Meeting, we now (PM of 11 June) have 26 enrolled for AMP. The 5 additions are all from O/Commo!*

*CDF*